



LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168

<http://www.levittownpl.org>

LEVITTOWN PUBLIC LIBRARY

Growing with Our Community

TRINA REED, DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES March 1, 2017

Pledge of
Allegiance and
Moment of
Silence:

The Pledge of Allegiance was said.

Call to Order and
Roll Call of
Members:

The meeting was called to order by Mrs. Santer at 8:04 p.m. Present were Mrs. Santer, Mr. Greller, Mrs. Maher, Mr. Santer and Mr. Dalton joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director.

Approval and
Signing of
Minutes:

Minutes from February 1, 2017

Approved with corrections.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED FEBRUARY 1, 2017 MINUTES. 4 APPROVED, MR. SANTER ABSTAINED.

Financial Report
of the Library:

Brian Cleary, Library Treasurer, presented the Financial Report of the Library.

MR. GRELLER MOVED AND MR. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR FEBRUARY 2017 IN THE AMOUNT OF \$276,330.35, IMPREST ACCOUNT WARRANT FOR FEBRUARY 2017 IN THE AMOUNT OF \$0.00 AND CENTRAL LIBRARY FUND WARRANT FOR FEBRUARY 2017 IN THE AMOUNT OF \$36,294.64. ALL APPROVED.

The cash balance report as of February 28, 2017 is \$5,739,848.53.

Central Library Fund spent year to date for 2017 is \$51,368.20 & Central Book Aid spent year to date for 2017 is \$2,091.95.

MR. GRELLER MOVED AND MR. DALTON SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF APRIL 6, 2017. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR FEBRUARY 2017 IN THE AMOUNT OF \$74,612.31. ALL APPROVED.

A Chase Monthly report for the Board of Trustees information is included in their packet.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO APPROVE E-RATE 2016-2017 TRANSFER (DEPOSIT) FROM VERIZON IN THE AMOUNT OF \$934.75. ALL APPROVED.

Unfinished
Business:

A. Construction update

1. HVAC

Mr. Calgi stated that they are trying to complete the HVAC project with the revised punch list. The list originated November 10th and had 6 revisions. The last one was submitted on February 23rd.

2. Quiet Study Room and Eatery

Mr. Fred Sullo, Calgi Project Manager, distributed an Executive Summary dated March 1, 2017. He reported on the progress with the Board of Trustees. The project started the first week of February and is moving forward on schedule. Mrs. Reed stated that the contractors are wonderful to work with. Mr. Sullo stated that a lack of the official schedule will delay the first Pay Application as it is a contractual obligation of the contractor to be formally submitted.

- a. Motion to accept additional cost of \$155.90 for Global Industries Inc., Quote No.16-Q186

MR. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE ADDITIONAL COST OF \$155.90 FOR GLOBAL INDUSTRIES INC., QUOTE NO. 16-Q186. ALL APPROVED.

Mrs. Reed stated that a light fixture H2M selected has been discontinued. There are four fixtures that need to be ordered. The Board decided on Ciro 1, Item 120, Sea Shell, in the amount of \$248.80 per fixture.

Mrs. Reed stated that there are two quotes from A. R. Kropp Co. & Sons, which includes two shelving units being altered into CD units with bottom drawers. The amount is \$14,146.68. The second is for the end panels for those units. The amount is \$6,801.60.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE QUOTE FOR THE CD UNITS IN THE AMOUNT OF \$14,146.68. ALL APPROVED.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE QUOTE FOR THE END PANELS IN THE AMOUNT OF \$6,801.60. ALL APPROVED.

3. Book Lift

Mrs. Reed stated that the electrical supply will not conform to the rebuilt motor for the book lift. H2M is working on a new drawing for an additional 120-volt line. Once we receive the revised drawing, we will make arrangements with the Library's electrician to install the new outlet.

B. Proposed 2017-2018 Budget

Mrs. Reed stated that the 2017-2018 Budget will increase due to the cost of healthcare. The budget increase is 0.91%, which is under the Tax Cap of 1.0126%. The estimated total annual average Library Tax (per household) is \$430.59.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ACCEPT THE PROPOSED 2017-2018 BUDGET. ALL APPROVED.

C. Innovation Station Policy

Mrs. Reed discussed the changes to the Innovation Station Policy. There was an issue brought up regarding the use of the Innovation Station for solicitation to promote one's business. Mr. Santer stated that there must be a staff member in the room at all times while it is occupied. Mr. Truncale, Library Attorney, made a suggestion to be added to the policy.

MR. SANTER MOVED AND MRS. MAHER SECONDED TO APPROVE THE AMENDED INNOVATION STATION POLICY. ALL APPROVED.

Personnel Changes: Tabled until Executive Session

Communications: A. Email from Caroline Ashby

Period for Public Expression: Brian K. Cleary, Library Treasurer
Dominic Calgi, Library Project Manager
Fred Sullo, Library Project Manager
Barbara McGovern, Library Staff
Lisa-Jean Santer, Library Staff
Ben Truncale, Library Attorney

Director's Progress and Services Report: A. Building and Grounds:
Mrs. Reed stated that everything related to building and grounds were construction related.

B. System Developments:

1. Member Library Director meeting on Wednesday, February 15, 2017

Mrs. Reed stated that she was unable to attend because she was sick that day.

2. ALIS Executive Board meeting on Thursday,
February 23, 2017

Mrs. Reed stated that she was unable to attend due to an emergency.

3. NLS Board meeting on Monday, February 27,
2017

Mrs. Reed stated that both she and Mr. Dalton attended the meeting. The NLS Board took action on the Resource Sharing Action Code. The information will soon be available to the staff.

C. Public Service and Programs:

The total Adult and Young Adult attendance for February 2017 was 965. The total Children's attendance for February 2017 was 886. The total Innovation Station attendance for February 2017 was 423. The grand total for February 2017 was 2,274.

D. Miscellaneous:

Mrs. Reed stated that the Levittown Public High Schools Art Reception was held on Thursday, February 16, 2017. Each school now has a month for the students' artwork to be displayed. The Middle Schools will have their art reception on Thursday, March 16th - 6:00 to 7:30 p.m.

Mrs. Reed stated that Lisa Buckman signed her up on the Levittown Public Schools ListServ. We will receive notifications when schools will be closed and other district events. We were notified of a program, Levittown Talks, which will be held on March 8, 2017, at 7:00 p.m., at the Levittown Memorial Education Center. Mrs. Reed, Mrs. Ferro, and two other staff members will attend the program.

Mrs. Reed stated that she met with the staff members and they would like the Board to have the Staff Recognition Day as they had in past years.

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated that the Committee met this evening and is proceeding with the Craft Fair on May 13, 2017 at the Library. He also stated that Laura Hoffman attended the Advocacy Day in Albany as a Foundation Member.

New Business:

A. Motion to accept the NY State 2016 Annual Report

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE NY STATE 2016 ANNUAL REPORT. ALL APPROVED.

B. Quotes from A. R. Kropp Co. & Sons

Discussed under Quiet Study Room & Eatery.

C. Motion to accept engagement letter from Rynkar, Vail, and Barrett (Accountant)

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT ENGAGEMENT LETTER FROM RYNKAR, VAIL, AND BARRETT (ACCOUNTANT). 4 APPROVED, 1 OPPOSED, MOTION PASSED

D. Motion to accept engagement letter from Brian K. Cleary (Treasurer)

MR. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT ENGAGEMENT LETTER FROM BRIAN K. CLEARY (TREASURER). ALL APPROVED.

Meetings and
Conferences

- A. LI Pop Con - Wednesday, March 15, 2017; Farmingdale Public Library – Tabled until Executive Session
- B. Computers in Libraries 2017 – March 28 – 30, 2017; Arlington, VA
- C. Levittown School District's 21st Annual Recognition Dinner – Thursday, March 30, 2017, 6:30 p.m.; Levittown Memorial Education Center
- D. **Regular Board Meeting, April 5, 2017**
- E. **Regular Board Meeting, May 3, 2017**
- F. Long Island Library Conference – Thursday, May 4, 2017; Melville Marriot; Melville NY

- G. **Library & School District Budget Vote – Tuesday, May 16, 2017**
- H. **Regular Board Meeting, June 7, 2017**
- I. ALA Annual Conference – June 22 -27, 2017; Chicago, IL

Executive
Session:

MR. SANTER MOTIONED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:14 PM TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 10:36 p.m.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR FEBRUARY 2017. ALL APPROVED.

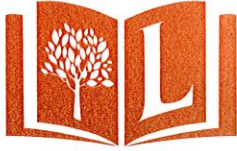
MR. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE UP TO 4 STAFF MEMBERS TO ATTEND THE LI POPCON. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE A STIPEND OF \$3,422 TO MRS. FERRO FOR THE ADDITIONAL DUTIES OF CONTINUED SUPERVISION OF THE TECHNICAL SERVICES DEPARTMENT UNTIL A LIBRARIAN III IS APPOINTED. ALL APPROVED.

Adjournment:

MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE REGULAR MEETING AT 10:37 PM. ALL APPROVED.

Respectfully submitted, Eileen O'Rourke



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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES MARCH 1, 2017

Mrs. Santer called the Executive Session to order at 9:15 p.m. Present were Mrs. Santer, Mr. Dalton, Mrs. Maher, Mr. Santer, and Mr. Greller, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library attorney.

The Board and Director discussed patron, legal and personnel matters.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO RESUME THE OPEN MEETING AT 10:35 P.M. ALL APPROVED.